DRAFT

A REGULAR MEETING OF THE FAUOUIER COUNTY BOARD OF SUPERVISORS WAS HELD SEPTEMBER 9, 2004 AT 11:00 A.M. IN WARRENTON, VIRGINIA

PRESENT Mr. Harry F. Atherton, Chairman; Mr. Raymond E. Graham, Vice-Chairman;

Mr. William G. Downey; Mr. Richard W. Robison; Mr. Chester W. Stribling; Mr. G. Robert Lee, County Administrator; Mr. Paul S. McCulla, County

Attorney

ABSENT None.

AGENDA REVIEW

The Board of Supervisors reviewed the agenda.

DISCUSSION OF RENOVATIONS AND IMPROVEMENTS TO THE COURTHOUSE AND ADULT DETENTION CENTER

Anthony Hooper, Deputy County Administrator, introduced Bill Laughlin from Moseley Architects, and Kay Jackson, construction manager, who discussed with Board members and the Constitutional officers plans for renovations and improvements to the Adult Detention Center and Circuit Court and Office Building.

DISCUSSION OF POTENTIAL ACQUISITION OF REAL PROPERTY FOR PARKS AND RECREATION PURPOSES

By unanimous consent, Board members opened the closed meeting. Paul McCulla, County Attorney, discussed the potential acquisition of real property from Trifam Corporation and possible land uses.

ADOPTION OF THE AGENDA

Mr. Graham moved to adopt the agenda with the following changes. Mr. Stribling seconded, and the vote for the motion was unanimous as follows:

Mr. Harry F. Atherton; Mr. Raymond E. Graham; Mr. William G. Ayes:

Downey; Mr. Richard W. Robison; Mr. Chester W. Stribling

Nays: None Absent During Vote: None Abstention: None

> • Remove regular agenda item #10, A Resolution Authorizing the Chairman of the Fauquier County Board of Supervisors to Execute an Encroachment Agreement with the Fauguier Water and Sanitation Authority, and add it as consent agenda item "i".

• Add regular agenda item #12, A Resolution to Approve Funding for Purchase of Development Rights (PDR) Within the Old Dominion Electric Cooperative (ODEC) Mitigation Area.

CITIZENS' TIME

• Sharon Grove McCamy, Lee District, spoke in opposition to a proposal that the County Attorney's Office be authorized to provide legal services to the Fauquier County Industrial Development Authority Board. Ms. McCamy also spoke in favor of proposed amendments to the Fauquier County Code to add a residency requirement for membership on committees of the Board of Supervisors and the Parks and Recreation and Library Boards, and she suggested that the residency requirement be extended to include Department Heads.

PROCLAMATIONS AND RECOGNITIONS

• Mr. Atherton presented to Tom Reese, a representative of the Disability Services Board, A Proclamation to Declare the Month of October 2004 as Disability Employment Awareness Month in Fauquier County.

CONSENT AGENDA

Mr. Graham moved to adopt the following consent agenda items. Mr. Stribling seconded, and the vote for the motion was unanimous as follows:

Ayes: Mr. Harry F. Atherton; Mr. Raymond E. Graham; Mr. William G.

Downey; Mr. Richard W. Robison; Mr. Chester W. Stribling

Nays: None
Absent During Vote: None
Abstention: None

Approval of the Minutes for the August 16, 2004 Regular Meeting and August 24, 2004 Adjourned Meeting of the Fauquier County Board of Supervisors

<u>A Resolution to Correct a Previous Resolution for Subdivision Street Acceptance for Botha Subdivision, Mangum Court, Lee Magisterial District</u>

RESOLUTION

A RESOLUTION TO CORRECT A PREVIOUS RESOLUTION FOR SUBDIVISION STREET ACCEPTANCE FOR BOTHA SUBDIVISION, MANGUM COURT, LEE MAGISTERIAL DISTRICT

WHEREAS, Mangum Court, as depicted on a site location map and described on Additions Form SR-5(A), is shown on plats of record in the Clerk's Office of the Circuit Court of Fauquier County; and

WHEREAS, the Resident Engineer for the Virginia Department of Transportation has advised the Board of Supervisors that this street meets the requirements established by the *Subdivision Street Requirements* of the Virginia Department of Transportation; and

WHEREAS, the above street serves a genuine public need; and

WHEREAS, on July 19, 2004, the Fauquier County Board of Supervisors passed a resolution that omitted reference to a record plat for the Botha Subdivision; and

WHEREAS, in February of 1995, Fauquier County and the Virginia Department of Transportation entered into an agreement for comprehensive stormwater detention, which applies to this request for addition; now, therefore, be it

RESOLVED by the Fauquier County Board of Supervisors this 9th day of September 2004, That the Virginia Department of Transportation be, and is hereby, requested to take the necessary action to add the above-described street into the Secondary System of State Highways for maintenance, as provided in Section 33.1-229, Code of Virginia, and the Virginia Department of Transportation's *Subdivision Street Requirements*; and, be it

RESOLVED FURTHER, That the Board of Supervisors guarantees the Commonwealth of Virginia a minimum unrestricted right-of-way of fifty (50) feet in the Botha Subdivision with necessary easements for cuts, fills, and drainage, as recorded in Deed Book 981, Pages 783 –797, dated October 17, 2002, and in Deed Book 986, Pages 1174 – 1193, dated November 12, 2002; and, be it

RESOLVED FINALLY, That a certified copy of this resolution will be forwarded to the Resident Engineer for the Virginia Department of Transportation.

A Resolution to Schedule a Public Hearing on October 14, 2004 to Consider Increasing the Tipping Fee for Construction and Demolition Debris from \$30.00 a Ton to \$38.00 a Ton

RESOLUTION

A RESOLUTION TO SCHEDULE A PUBLIC HEARING ON OCTOBER 14, 2004 TO CONSIDER INCREASING THE TIPPING FEE FOR CONSTRUCTION AND DEMOLITION DEBRIS FROM \$30.00 A TON TO \$38.00 A TON

WHEREAS, the Board of Supervisors requested that staff monitor the volume of Construction and Demolition Debris received at the landfill, in order to establish market rates and to ensure that the available airspace will be effectively utilized by FY 2008; and

WHEREAS, the tonnage received at the landfill has increased to the extent that a fee adjustment is warranted; now, therefore, be it

RESOLVED by the Fauquier County Board of Supervisors this 9th day of September 2004, That a public hearing be scheduled for October 14, 2004, to consider increasing the Construction and Demolition Debris fee from \$30.00 a ton to \$38.00 a ton.

A Resolution to Award a Contract to General Excavation, Inc., and to Amend a Contract with Campbell & Paris Engineers for Phase Three Runway Improvements at the Warrenton-Fauquier Airport

RESOLUTION

A RESOLUTION TO AWARD A CONTRACT TO GENERAL EXCAVATION, INC. AND TO AMEND A CONTRACT WITH CAMPBELL & PARIS ENGINEERS FOR PHASE THREE RUNWAY IMPROVEMENTS AT THE WARRENTON-FAUQUIER AIRPORT

WHEREAS, the Virginia Department of Aviation and the Federal Aviation Administration have awarded funding to Fauquier County for the Phase Three Runway Expansion and Improvement Project at the Warrenton-Fauquier Airport; and

WHEREAS, Fauquier County has received bids for the Phase Three Runway Expansion and Improvement Project; and

WHEREAS, it is recommended that a contract in the amount of \$1,431,138.00 be awarded to the lowest bidder, General Excavation, Inc., for excavation and site work; and

WHEREAS, Fauquier County currently has a contract with Campbell & Paris Engineers for engineering and design services at the Warrenton-Fauquier Airport, and it is recommended that a contract amendment in the amount of \$116,984.00 be authorized in order for Campbell & Paris Engineers to provide engineering services related to the Phase Three Runway Expansion and Improvement Project; now, therefore, be it

RESOLVED by the Fauquier County Board of Supervisors this 9th day of September 2004, That a contract be, and is hereby, awarded to General Excavation, Inc. in the amount of \$1,431,138.00 for services related to the Phase Three Runway Expansion and Improvement Project at the Warrenton-Fauquier Airport; and, be it

RESOLVED FURTHER, That a contract amendment in the amount of \$116,984.00 with Campbell & Paris Engineers be, and is hereby, approved for engineering services related to the Phase Three Runway Expansion and Improvement Project at the Warrenton-Fauquier Airport; and, be it

RESOLVED FINALLY, That the Deputy County Administrator be, and is hereby, authorized to execute grant agreements and other documentation as may be necessary to support the Airport's Phase Three Runway Expansion and Improvement Project.

Consider Moseby's Ridge Subdivision: Preliminary Plat PPLT05-SC-002, Scott District

No action was taken.

A Resolution to Adopt the Fauquier County Board of Supervisors' 2004 Priorities

RESOLUTION

A RESOLUTION TO ADOPT THE FAUQUIER COUNTY BOARD OF SUPERVISORS' 2004 PRIORITIES

WHEREAS, on June 18, 2004, the Fauquier County Board of Supervisors met and devised a number of priorities which they desire to accomplish; and

WHEREAS, the Board of Supervisors wishes to formally adopt these priorities by resolution; now, therefore, be it

RESOLVED by the Fauquier County Board of Supervisors this 9th day of September, 2004, That the following priorities are hereby adopted:

PRIORITIES

- 1. Achieve joint planning agreements with the School Board, Library Board, Parks and Recreation Board, and Community College to improve long-range planning for public facilities and consideration of joint uses.
- 2. Reduce the overall County growth rate from 3% to 1% by recommending strategies that are based on an evaluation of the Comprehensive Plan, Zoning Ordinance, and build-out.
- 3. Improve the process for approving and expediting commercial and industrial development (i.e. site plan approval process).
- 4. Develop and implement strategies that will result in an increase in affordable housing for citizens and County employees.
- 5. Develop a plan for the development of County historic districts and possible overlay districts for the Board's consideration.
- 6. Continue, but re-evaluate the Purchase of Development Rights Program criteria and encourage continued donation of conservation easements.
- 7. Evaluate the Zoning Ordinance with a goal of eliminating all non-conforming zoning outside of service districts and villages that is inconsistent with the Comprehensive Plan.
- 8. Create and implement an aggressive "Buy Local" campaign.

- 9. Review and recommend changes to the structure of County government that will improve the effectiveness of service delivery.
- 10. Improve relations with the Town of Warrenton and work closely on joint issues.
- 11. Revisit the strategic transportation needs of the County comprehensively and work with partners such as Virginia Department of Transportation and neighboring jurisdictions to meet those needs.

A Resolution to Authorize the Revision of Human Resources Policy 17, Employee Performance Evaluation

RESOLUTION

A RESOLUTION TO AUTHORIZE THE REVISION OF HUMAN RESOURCES POLICY 17, EMPLOYEE PERFORMANCE EVALUATION

WHEREAS, the Fauquier County Board of Supervisors recognizes the need and the importance of maintaining up-to-date human resources policies; and

WHEREAS, the Fauquier County Government Human Resources Policies Manual is continually reviewed for necessary additions, revisions and deletions; and

WHEREAS, recommended changes are contained in Policy 17, Employee Performance Evaluation, dated September 9, 2004; now, therefore, be it

RESOLVED by the Fauquier County Board of Supervisors this 9th day of September 2004, That the revisions made to Human Resources Policy 17, Employee Performance Evaluation, be, and are hereby, approved effective September 9, 2004.

A Resolution to Approve Travel Expenses for Technical Education Conference for Soil Scientist

RESOLUTION

A RESOLUTION TO APPROVE TRAVEL EXPENSES FOR TECHNICAL EDUCATION CONFERENCE FOR SOIL SCIENTIST

WHEREAS, the Fauquier County Board of Supervisors has adopted Travel Policy and Procedures that require approval of expenditures in excess of \$1,000; and

WHEREAS, the Fauquier County Community Development Department requests approval for the County Soil Scientist to participate in training offered through the National Onsite Wastewater Recycling Association's technical education conference, scheduled for

November 7-10, 2004, in Albuquerque, New Mexico, the cost of which is estimated to be approximately \$1,700; and

WHEREAS, the training available includes innovative wastewater systems and technology, re-use, recycling and reclaiming wastewater; and

WHEREAS, the County staff needs to stay current with the technology due to the efforts to resolve failing drainfield issues in Catlett and Calverton; and

WHEREAS, funding is available to support this training through the utility fund (Catlett and Calverton); now, therefore, be it

RESOLVED by the Fauquier County Board of Supervisors this 9th day of September 2004, That the County Soil Scientist be, and is hereby, granted approval to participate in the 13th Technical Education Conference training in Albuquerque, New Mexico, from November 7-10, 2004, and to be reimbursed for training and travel expenses.

A Resolution Authorizing the Chairman of the Fauquier County Board of Supervisors to Execute an Encroachment Agreement with the Fauquier Water and Sanitation Authority

RESOLUTION

A RESOLUTION AUTHORIZING THE CHAIRMAN OF THE FAUQUIER COUNTY BOARD OF SUPERVISORS TO EXECUTE AN ENCROACHMENT AGREEMENT WITH THE FAUQUIER WATER AND SANITATION AUTHORITY

WHEREAS, the Fauquier County Water and Sanitation Authority (Authority) is the holder of a twenty-foot (20') permanent utility easement located in the Cedarbrooke Subdivision of Fauquier County; and

WHEREAS, the County is to become the holder of a fifteen-foot (15') permanent easement in the vicinity of the existing Authority easement; and

WHEREAS, the County desires the Authority's permission to encroach into a fifteen-foot (15') segment of the existing Authority easement in order to install the proposed walking trail; and

WHEREAS, the encroachment is shown on the plat as a fifteen-foot (15') easement required by the County; and

WHEREAS, the Authority desires and intends to grant to the County the right to encroach upon the existing Authority easement in accordance with the terms set forth in the Encroachment Agreement; and

WHEREAS, the parties intend to set forth an agreement permitting the County's use of the encroachment area; now, therefore, be it

RESOLVED by the Fauquier County Board of Supervisors this 9th day of September 2004, That the Chairman of the Fauquier County Board of Supervisors be, and is hereby, authorized to execute an Encroachment Agreement with the Fauquier County Water and Sanitation Authority.

A RESOLUTION AUTHORIZING THE COUNTY ATTORNEY'S OFFICE TO PROVIDE LEGAL SERVICES TO THE FAUQUIER COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY BOARD

Mr. Atherton moved to adopt the following resolution. Mr. Robison seconded the motion. The Board discussed a request made by the Fauquier County Industrial Development Authority Board that the County Attorney's Office provide legal services. The County Attorney indicated he is willing to provide these services at a rate of \$150.00 per attorney hour. The Board of Supervisors agreed any fees received would be passed through to the attorney providing the legal services. The Industrial Development Authority meets 4-5 times a year and issues an average one to two bonds a year. Following discussion, the vote for the motion was unanimous as follows:

Ayes: Mr. Harry F. Atherton; Mr. Raymond E. Graham; Mr. William G.

Downey; Mr. Richard W. Robison; Mr. Chester W. Stribling

Nays: None
Absent During Vote: None
Abstention: None

RESOLUTION

A RESOLUTION AUTHORIZING THE COUNTY ATTORNEY'S OFFICE TO PROVIDE LEGAL SERVICES TO THE FAUQUIER COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY BOARD

WHEREAS, the Industrial Development Authority Board has determined that it is in need of part-time legal representation; and

WHEREAS, the Industrial Development Authority Board has determined to employ parttime legal counsel, pursuant to authority granted to it under Section 15.2-4905 of the Code of Virginia, 1950, as amended; and

WHEREAS, the Industrial Development Authority Board has requested that the Board of Supervisors authorize the Office of the County Attorney to provide legal services to the Industrial Development Authority Board on the following terms and conditions set forth in the Legal Services Agreement; now, therefore, be it

RESOLVED by the Fauquier County Board of Supervisors this 9th day of September 2004, That the County Attorney's Office be, and is hereby, authorized to provide legal services to the Fauquier County Industrial Development Authority; and, be it

RESOLVED FURTHER, That the Fauquier County Attorney be, and is hereby, authorized to execute on behalf of the County an Agreement to provide legal services to the Fauquier County Industrial Development Authority; and, be it

RESOLVED FINALLY, That the compensation paid by the Industrial Development Authority Board, under the terms of the Agreement, shall be paid to the County Attorney providing those legal services as additional compensation over and above the attorney's normal salary.

A RESOLUTION NOTIFYING MEMBERS OF THE BOARD OF SUPERVISORS OF A PROPOSED CHANGE TO SECTION 6-3 OF THE BY-LAWS OF THE BOARD OF SUPERVISORS AND DIRECTING THE COUNTY ADMINISTRATOR TO ADVERTISE A PUBLIC HEARING ON PROPOSED AMENDMENTS TO SECTIONS 2-15 AND 2-21 OF THE FAUQUIER COUNTY CODE ADDING A RESIDENCY REQUIREMENT FOR MEMBERSHIP ON COMMITTEES OF THE BOARD OF SUPERVISORS AND THE PARKS AND RECREATION AND LIBRARY BOARDS

Mr. Atherton moved to adopt the following resolution. Mr. Graham seconded the motion. The Board discussed a proposed change to Section 6-3 of the By-laws of the Board of Supervisors and proposed amendments to Sections 2-15 and 2-21 of the Code of Fauquier County, adding a residency requirement for membership on committees of the Board of Supervisors, the Parks and Recreation Board and the Library Board. Following discussion, the vote for the motion was unanimous as follows:

Ayes: Mr. Harry F. Atherton; Mr. Raymond E. Graham; Mr. William G.

Downey; Mr. Richard W. Robison; Mr. Chester W. Stribling

Nays: None Absent During Vote: None Abstention: None

RESOLUTION

A RESOLUTION NOTIFYING MEMBERS OF THE BOARD OF SUPERVISORS OF A PROPOSED CHANGE TO SECTION 6-3 OF THE BY-LAWS OF THE BOARD OF SUPERVISORS AND DIRECTING THE COUNTY ADMINISTRATOR TO ADVERTISE A PUBLIC HEARING ON PROPOSED AMENDMENTS TO SECTIONS 2-15 AND 2-21 OF THE FAUQUIER COUNTY CODE ADDING A RESIDENCY REQUIREMENT FOR MEMBERSHIP ON COMMITTEES OF THE BOARD OF SUPERVISORS AND THE PARKS AND RECREATION AND LIBRARY BOARDS

WHEREAS, the Board of Supervisors wishes to consider imposing a residency requirement for membership on all committees of the Board and for membership on the Parks and Recreation and Library Boards; now, therefore, be it

RESOLVED by the Fauquier County Board of Supervisors this 9th day of September, 2004, That the members of the Board of Supervisors be, and are hereby, notified of a proposed change to Section 6-3 of the By-laws of the Board of Supervisors imposing a residency requirement for membership on committees of the Board of Supervisors; and, be it

RESOLVED FURTHER, That the County Administrator be, and is hereby, directed to schedule a public hearing on a proposed Ordinance amending Sections 2-15 and 2-21 of the Fauquier County Code adding a residency requirement for membership on the Parks and Recreation and Library Boards.

CONSIDER REZN04-CR-005: A REZONING TO ALLOW FOR 9.6 ACRES IN RA (RURAL AGRICULTURAL) TO I-2 (INDUSTRIAL-GENERAL), CEDAR RUN DISTRICT

Mr. Graham moved to postpone for 60 days consideration of an application to rezone 9.6 acres from Rural Agricultural to Industrial General, in Cedar Run District. Mr. Downey seconded the motion. The Board indicated that action on the application would be postponed for up to one year to allow the applicant time to complete the floodplain study and FEMA application process. Following discussion, the vote for the motion was unanimous as follows:

Ayes: Mr. Harry F. Atherton; Mr. Raymond E. Graham; Mr. William G.

Downey; Mr. Richard W. Robison; Mr. Chester W. Stribling

Nays: None Absent During Vote: None Abstention: None

A RESOLUTION AUTHORIZING AN EXPENDITURE OF \$510,000 FOR THE CORRAL FARM LANDFILL LEACHATE PRE-TREATMENT SYSTEM

Mr. Graham moved to adopt the following resolution. Mr. Stribling seconded the motion. The Board discussed authorizing an expenditure of \$510,000 for the Corral Farm landfill leachate pre-treatment system. Due to Virginia State Department of Environmental Quality regulatory changes, the leachate must be tested for hazardous waste and other constituents to insure that the leachate is safe to put into the local wastewater treatment facilities. In order to deliver leachate to the Town of Warrenton or the Remington Water and Sanitation Authority facility, pre-treatment of the waste is required. To fulfill this requirement a leachate pre-treatment system has been designed in consultation with the Town of Warrenton. Following discussion, the vote for the motion was unanimous as follows:

Ayes: Mr. Harry F. Atherton; Mr. Raymond E. Graham; Mr. William G.

Downey; Mr. Richard W. Robison; Mr. Chester W. Stribling

Nays: None Absent During Vote: None Abstention: None

RESOLUTION

A RESOLUTION AUTHORIZING THE EXPENDITURE OF \$510,000 FOR THE CORRAL FARM LANDFILL LEACHATE PRE-TREATMENT SYSTEM

WHEREAS, the Virginia Department of Environmental Quality now requires all leachate to be tested for hazardous wastes and other constituents before material can be sent to local wastewater treatment facilities; and

WHEREAS, this regulation requires the installation of a leachate pre-treatment system; and

WHEREAS, the County utilized the Town of Warrenton's contract with Whitman, Requardt & Associates, LLP, which handles its wastewater treatment facility, for the design and installation of the pre-treatment system to meet the Town's specifications; and

WHEREAS, the total contract price submitted by their sub-contractor, Meridian Aquamats, is \$510,000; now, therefore, be it

RESOLVED by the Fauquier County Board of Supervisors this 9th day of September 2004, That the County Administrator be, and is hereby, authorized to contract for services with Meridian Aquamats in the amount of \$510,000 for the installation of a leachate treatment system at the landfill.

A RESOLUTION TO AWARD A CONTRACT FOR RENOVATIONS AND IMPROVEMENTS TO THE COURTHOUSE AND ADULT DETENTION CENTER

Mr. Downey moved to adopt the following resolution. Mr. Graham seconded the motion. The Board discussed a resolution to award a contract for work to proceed on renovations to the Courthouse and the Adult Detention Center. In May 2003, design work by Mosley Architects was initiated on the Courthouse and in April 2003 on the Adult Detention Center. As design work progressed, the architect reported that cost estimates needed to be revised upwards. In May 2004, the Public Facilities Committee and the Board endorsed and authorized contracting for construction management services and the decision was made to bid both projects as a package. The Board authorized the design work to be completed and for the project to be bid consistent with the initial design concepts. Contractors were pre-qualified for the work and bids were opened August 31, 2004. Following discussion, the vote for the motion was unanimous as follows:

Ayes: Mr. Harry F. Atherton; Mr. Raymond E. Graham; Mr. William G.

Downey; Mr. Richard W. Robison; Mr. Chester W. Stribling

Nays: None Absent During Vote: None Abstention: None

RESOLUTION

A RESOLUTION TO AWARD A CONTRACT FOR RENOVATIONS AND IMPROVEMENTS TO THE COURTHOUSE AND ADULT DETENTION CENTER

WHEREAS, plans have been developed to improve security and to better allocate space in the Courthouse; and

WHEREAS, renovations are needed at the Adult Detention Center to provide for the safe management and transportation of prisoners; and

WHEREAS, the preparation of the plans has entailed extended interactions with the departments that will be utilizing these facilities, as well as a collaborative review by the construction manager and architect; and

WHEREAS, contractors were pre-qualified, pre-bid conferences were conducted, and bids received on August 31, 2004; and,

WHEREAS, a funding plan will be submitted by the Finance Committee to the Board of Supervisors to fund the renovations and improvements; now, therefore, be it

RESOLVED by the Fauquier County Board of Supervisors this 9th day of September 2004, That the County Administrator be, and is hereby, authorized to execute a construction contract in the amount of \$5,705,500 with W. M. Schlosser.

A RESOLUTION TO APPROVE FUNDING FOR PURCHASE OF DEVELOPMENT RIGHTS (PDR) WITHIN THE OLD DOMINION ELECTRIC COOPERATIVE (ODEC) MITIGATION AREA

Mr. Graham moved to adopt the following resolution. Mr. Robison seconded the motion. The Board discussed a recommendation from the Purchase of Development Rights (PDR) Committee that the Board of Supervisors approve purchase of the majority of available development rights of five properties under application that have met the eligibility criteria for funding by Old Dominion Electric Cooperative. Following discussion, the vote for the motion was unanimous as follows:

Ayes: Mr. Harry F. Atherton; Mr. Raymond E. Graham; Mr. William G.

Downey; Mr. Richard W. Robison; Mr. Chester W. Stribling

Nays: None
Absent During Vote: None
Abstention: None

RESOLUTION

A RESOLUTION TO APPROVE FUNDING FOR PURCHASE OF DEVELOPMENT RIGHTS (PDR) WITHIN THE OLD DOMINION ELECTRIC COOOPERATIVE (ODEC) MITIGATION AREA

WHEREAS, on February 19, 2002, the Fauquier County Board of Supervisors adopted the Purchase of Development Rights (PDR) Program to acquire conservation easements for the purpose of protecting agriculture, providing open space, ameliorating the impact of development on the County and authorizing payment of \$20,000 per development right; and

WHEREAS, on October 20, 2003, the Fauquier County Board of Supervisors resolved that funding from Old Dominion Electric Cooperative (ODEC) would be applied to the PDR Program solely for qualified PDR's within the five-mile radius of the power plant to mitigate negative effects of that plant, and that applications would be accepted until December 22, 2003; and

WHEREAS, Old Dominion Electric Cooperative (ODEC) has contributed funds totaling \$1.5 million for purchase of development rights on properties located within a five-mile radius of that company's new peaking power plant; and

WHEREAS, the Fauquier County Board of Supervisors created the PDR Committee to assist the Board of Supervisors in selecting qualified farm properties for preservation; and

WHEREAS, on September 2, 2004, the PDR Committee reviewed five PDR Program applications and, after evaluation of applicant properties, determined all of the properties meet the eligibility criteria and will be excellent additions to the Program and recommends the purchase of development rights on all five farms; and

WHEREAS, the PDR Committee also recommends that the Board of Supervisors require that the overwhelming majority of available development rights on each farm be purchased so as to avoid future conflicts with farming operations and to assure long-term agricultural viability; now, therefore, be it

RESOLVED by the Fauquier County Board of Supervisors this 9th day of September 2004, That the County Administrator be, and is hereby, authorized to negotiate and execute the purchases of the following eligible development rights as determined by the PDR Committee:

Applicant	Acres	Parcels	Development Rights	Cost
Morgan B. Ott, III	115	1	5	\$100,000
Claude E. Chapman	124.5	3	7	\$140,000
Calvin L. Ritchie	150.39	1	5	\$100,000
Wilbur E. Ritchie, II	137.5	2	8	\$160,000
Edward Brock Price	285.732	4	16	\$320,000
TOTALS	813.122	11	41	\$820,000

APPOINTMENTS

By unanimous consent, the following appointments were approved:

- Social Services Board Lee District: Sharon Grove McCamy, to fill an unexpired term ending February 17, 2007.
- Social Services Board Center District: Carolyn Sachs, to fill an unexpired term ending November 17, 2007.

SUPERVISORS' TIME

- Mr. Robison announced the Fauquier Farm Tour will be held September 18, 2004. He also announced that the Blueridge Barber shoppers are singing on October 9, 2004.
- Mr. Stribling announced that Highland School will host a 9/11 Observance on September 11, 2004. He also announced that a dedication ceremony for the Monroe Park Shelter will be held on September 18, 2004. Mr. Stribling stated that Piedmont Groves sustained severe damage during the recent tornados that resulted from Hurricane Frances; however, there were no injuries.
- Mr. Atherton stated that it is fortunate there were no personal injuries in Fauquier County as a result of the recent tornados.
- Mr. Graham stated that the tornados caused property destruction on Green Road, but there were no injuries. He also stated that the charitable organization People Helping People will conduct a fundraising event to assist victims of the hurricanes in Florida. Mr. Graham annuonced that on September 17, 2004, the County's Working Together Committee will hold a charity golf tournament to assist with various philanthropic causes within Fauquier County.
- Mr. Downey stated that on August 24, 2004, the Board of Supervisors and members of the Warrenton Town Council had a forward-looking discussion, especially in the area of local transportation issues. He also stated that a dialogue has begun with representatives of Prince William County government regarding the need for regional transportation planning.

ANNOUNCEMENTS

• Mr. Lee stated that he recently attended a meeting at which thirty organizations were present that are interested in local historic resources. Mr. Lee expressed his appreciation to John Toler who provided Fauquier County Administration with a copy of a book entitled "Black Horse Calvary" by Brigadier General Lewis Marshall Helm.

A RESOLUTION AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION SCHOOL BONDS, SERIES 2004A, OF THE COUNTY OF FAUQUIER, VIRGINIA, IN A PRINCIPAL AMOUNT NOT TO EXCEED \$4,000,000 TO BE SOLD TO THE VIRGINIA

<u>PUBLIC SCHOOL AUTHORITY AND PROVIDING FOR THE FORM AND DETAILS</u> THEREOF

A public hearing was held to receive citizens' comments on the proposed issuance of general obligation school bonds of Fauquier County in the estimated maximum principal amount of \$4,000,000. The purpose of the proposed bonds is to finance capital projects for public schools. Supervisor Atherton waived a staff report. No one spoke. The public hearing was closed. Mr. Stribling moved to adopt the following resolution. Mr. Robison seconded, and the vote for the motion was unanimous as follows:

Ayes: Mr. Harry F. Atherton; Mr. Raymond E. Graham; Mr. William G.

Downey; Mr. Richard W. Robison; Mr. Chester W. Stribling

Nays: None
Absent During Vote: None
Abstention: None

A RESOLUTION AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION SCHOOL BONDS, SERIES 2004A, OF THE COUNTY OF FAUQUIER, VIRGINIA, IN A PRINCIPAL AMOUNT NOT TO EXCEED \$4,000,000 TO BE SOLD TO THE VIRGINIA PUBLIC SCHOOL AUTHORITY AND PROVIDING FOR THE FORM AND DETAILS THEREOF

WHEREAS, the Board of Supervisors (the "Board") of the County of Fauquier, Virginia (the "County"), has determined that it is necessary and expedient to borrow a principal amount not to exceed \$4,000,000 and to issue its general obligation school bonds for the purpose of financing certain capital projects for school purposes; and

WHEREAS, the County has held a public hearing, duly noticed, on September 9, 2004, on the issuance of the Bonds (as hereinafter defined) in accordance with the requirements of Section 15.2-2606, Code of Virginia 1950, as amended (the "Virginia Code"); and

WHEREAS, the School Board of the County has, by resolution adopted on July 12, 2004, requested the Board to authorize the issuance of the Bonds and consented to the issuance of the Bonds; and

WHEREAS, the Bond Sale Agreement (as defined below) shall indicate that \$4,000,000 is the amount of proceeds requested (the "Proceeds Requested") from the Virginia Public School Authority (the "VPSA") in connection with the sale of the Bonds; and

WHEREAS, the VPSA's objective is to pay the County a purchase price for the Bonds which, in VPSA's judgment, reflects the Bonds' market value (the "VPSA Purchase Price Objective"), taking into consideration such factors as the amortization schedule the County has requested for the Bonds relative to the amortization schedules requested by other localities, the purchase price to be received by VPSA for its bonds and other market conditions relating to the sale of the VPSA's bonds; and

WHEREAS, such factors may result in the Bonds having a purchase price other than par and consequently (i) the County may have to issue a principal amount of Bonds that is less than the Proceeds Requested but in no case greater than the Proceeds Requested in order to receive an amount of proceeds that is substantially equal to the Proceeds Requested, or (ii) if the maximum authorized principal amount of the Bonds set forth in Section 1 below does not exceed the amount of the discount the purchase price to be paid to the County, given the VPSA Purchase Price Objective and market conditions, will be less than the Proceeds Requested; now therefore, be it

RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF FAUQUIER, VIRGINIA:

- 1. <u>Authorization of Bonds and Use of Proceeds</u>. The Board hereby determines that it is advisable to contract a debt and issue and sell its general obligation school bonds in an aggregate principal amount not to exceed \$4,000,000 (the "Bonds") for the purpose of financing certain capital projects for school purposes, including without limitation, the projects described in <u>Exhibit B</u>. The Board hereby authorizes the issuance and sale of the Bonds in the form and upon the terms established pursuant to this Resolution.
- 2. Sale of the Bonds. It is determined to be in the best interest of the County to accept the offer of the VPSA to purchase from the County, and to sell to the VPSA, the Bonds at a price, determined by the VPSA to be fair and accepted by the County Administrator, that is substantially equal to the Proceeds Requested, except that the Bonds may be sold for a purchase price not lower than 95% of the Proceeds Requested if issuing the Bonds in the maximum principal amount authorized by Section 1 of this Resolution is insufficient, given the VPSA Purchase Price Objective and market conditions, to generate an amount of proceeds substantially equal to the Proceeds Requested. The County Administrator and such officer or officers of the County as either may designate, any of whom may act, are hereby authorized and directed to enter into a Bond Sale Agreement dated as of September 29, 2004 (the "Bond Sale Agreement"), with the VPSA providing for the sale of the Bonds to the VPSA. The Bond Sale Agreement shall be in substantially the form submitted to the Board at this meeting, which form is hereby approved.
- 3. <u>Details of the Bonds</u>. The Bonds shall be dated the date of issuance and delivery of the Bonds; shall be designated "General Obligation School Bonds, Series 2004A"; shall bear interest from the date of delivery thereof payable semi-annually on each January 15 and July 15 beginning July 15, 2005 (each an "Interest Payment Date"), at the rates established in accordance with Section 4 of this Resolution; and shall mature on July 15 in the years (each a "Principal Payment Date") and in the amounts set forth on Schedule I attached hereto (the "Principal Installments"), subject to the provisions of Section 4 of this Resolution.
- 4. <u>Interest Rates and Principal Installments</u>. The County Administrator is hereby authorized and directed to accept the interest rates on the Bonds established by the VPSA, provided that each interest rate shall be ten one-hundredths of one percent (0.10%) over the interest rate to be paid by the VPSA for the corresponding principal payment date of the bonds to be issued by the VPSA (the "VPSA Bonds"), a portion of the proceeds of which will be used to purchase the Bonds, and provided further that the true interest cost of the Bonds does not exceed five and six-tenths percent (5.60%) per annum. The Interest Payment Dates and the Principal

Installments are subject to change at the request of the VPSA. The County Administrator is hereby authorized and directed to accept changes in the Interest Payment Dates and the Principal Installments at the request of the VPSA, provided that the aggregate principal amount of the Bonds shall not exceed the amount authorized by this Resolution and provided further that the final maturity of the Bonds occurs no later than December 31, 2025. The execution and delivery of the Bonds as described in Section 8 hereof shall conclusively evidence such interest rates established by the VPSA and Interest Payment Dates and the Principal Installments requested by the VPSA as having been so accepted as authorized by this Resolution.

- 5. <u>Form of the Bonds</u>. The Bonds shall be initially in the form of a single, temporary typewritten bond substantially in the form attached hereto as <u>Exhibit A</u>.
- 6. <u>Payment; Paying Agent and Bond Registrar</u>. The following provisions shall apply to the Bonds:
- (a) For as long as the VPSA is the registered owner of the Bonds, all payments of principal, premium, if any, and interest on the Bonds shall be made in immediately available funds to the VPSA at, or before 11:00 a.m. on the applicable Interest Payment Date, Principal Payment Date or date fixed for prepayment or redemption, or if such date is not a business day for Virginia banks or for the Commonwealth of Virginia, then at or before 11:00 a.m. on the business day next preceding such Interest Payment Date, Principal Payment Date or date fixed for prepayment or redemption.
- (b) All overdue payments of principal and, to the extent permitted by law, interest shall bear interest at the applicable interest rate or rates on the Bonds.
- (c) SunTrust Bank, Richmond, Virginia, is designated as bond registrar and payment agent for the Bonds (the "Bond Registrar"). The County may, in its sole discretion, replace at any time the Bond Registrar with another qualified bank or trust company as successor Bond Registrar.
- 7. Prepayment or Redemption. The Principal Installments of the Bonds held by the VPSA coming due on or before July 15, 2014, and the definitive Bonds for which the Bonds held by the VPSA may be exchanged that mature on or before July 15, 2014, are not subject to prepayment or redemption prior to their stated maturities. The Principal Installments of the Bonds held by the VPSA coming due after July 15, 2014, and the definitive bonds for which the Bonds held by the VPSA may be exchanged that mature after July 15, 2014, are subject to prepayment or redemption at the option of the County prior to their stated maturities in whole or in part, on any date on or after July 15, 2014, upon payment of the prepayment or redemption prices (expressed as percentages of Principal Installments to be prepaid or the principal amount of the Bonds to be redeemed) set forth below plus accrued interest to the date set for prepayment or redemption:

<u>Dates</u>	<u>Prices</u>	
July 15, 2014, through July 14, 2015	101.0%	
July 15, 2015, through July 14, 2016	100.5	

<u>Provided, however,</u> that the Bonds shall not be subject to prepayment or redemption prior to their stated maturities as described above without first obtaining the written consent of the registered owner of the Bonds. Notice of any such prepayment or redemption shall be given by the Bond Registrar to the registered owner by registered mail not more than ninety (90) and not less than sixty (60) days before the date fixed for prepayment or redemption.

- 8. <u>Execution of the Bonds</u>. The Chairman or Vice Chairman of the Board, either of whom may act, and the Clerk of the Board or any Deputy Clerk, either of whom may act, are authorized and directed to execute and deliver the Bonds and to affix the seal of the County thereto.
- 9. Pledge of Full Faith and Credit. For the prompt payment of the principal of and premium, if any, and the interest on the Bonds as the same shall become due, the full faith and credit of the County are hereby irrevocably pledged, and in each year while any of the Bonds shall be outstanding there shall be levied and collected in accordance with law an annual ad valorem tax upon all taxable property in the County subject to local taxation sufficient in amount to provide for the payment of the principal of and premium, if any, and the interest on the Bonds as such principal, premium, if any, and interest shall become due, which tax shall be without limitation as to rate or amount and in addition to all other taxes authorized to be levied in the County to the extent other funds of the County are not lawfully available and appropriated for such purpose.
- 10. <u>Use of Proceeds Certificate and Certificate as to Arbitrage</u>. The Chairman of the Board, the County Administrator and such officer or officers of the County as either may designate, any of whom may act, are hereby authorized and directed to execute a Certificate as to Arbitrage and a Use of Proceeds Certificate, each setting forth the expected use and investment of the proceeds of the Bonds and containing such covenants as may be necessary in order to show compliance with the provisions of the Internal Revenue Code of 1986, as amended (the "Code"), and applicable regulations relating to the exclusion from gross income of interest on the Bonds and on the VPSA Bonds. The Board covenants on behalf of the County that (i) the proceeds from the issuance and sale of the Bonds will be invested and expended as set forth in such Certificate as to Arbitrage and such Use of Proceeds Certificate and that the County shall comply with the other covenants and representations contained therein and (ii) the County shall comply with the provisions of the Code so that interest on the Bonds and on the VPSA Bonds will remain excludable from gross income for Federal income tax purposes.
- 11. <u>State Non-Arbitrage Program; Proceeds Agreement</u>. The Board hereby determines that it is in the best interests of the County to authorize and direct the Director of Finance of the County to participate in the State Non-Arbitrage Program in connection with the Bonds. The Chairman of the Board, the County Administrator and such officer or officers of the County as either may designate, any of whom may act, are hereby authorized and directed to execute and deliver a Proceeds Agreement with respect to the deposit and investment of proceeds of the Bonds by and among the County, the other participants in the sale of the VPSA

Bonds, the VPSA, the investment manager and the depository, substantially in the form submitted to the Board at this meeting, which form is hereby approved.

- 12. <u>Continuing Disclosure Agreement</u>. The Chairman of the Board, the County Administrator and such officer or officers of the County as either may designate, any of whom may act, are hereby authorized and directed to execute a Continuing Disclosure Agreement, as set forth in Appendix F to the Bond Sale Agreement, setting forth the reports and notices to be filed by the County and containing such covenants as may be necessary in order to show compliance with the provisions of the Securities and Exchange Commission Rule 15c2-12 and directed to make all filings required by Section 3 of the Bond Sale Agreement should the County be determined by the VPSA to be a MOP (as defined in the Continuing Disclosure Agreement).
- 13. <u>Filing of Resolution</u>. The appropriate officers or agents of the County are hereby authorized and directed to cause a certified copy of this Resolution to be filed with the Circuit Court of the County.
- 14. <u>Further Actions</u>. The members of the Board and all officers, employees and agents of the County are hereby authorized to take such action as they or any one of them may consider necessary or desirable in connection with the issuance and sale of the Bonds and any such action previously taken is hereby ratified and confirmed.
 - 15. Effective Date. This Resolution shall take effect immediately.

The undersigned Clerk of the Board of Supervisors of the County of Fauquier, Virginia, hereby certifies that the foregoing constitutes a true and correct extract from the minutes of a meeting of the Board of Supervisors held on September 9, 2004, and of the whole thereof so far as applicable to the matters referred to in such extract. I hereby further certify that such meeting was a regularly scheduled meeting and that, during the consideration of the foregoing resolution, a quorum was present. Members present at the meeting were: Harry F. Atherton, Marshall District; Raymond E. Graham, Cedar Run District; William G. Downey, Scott District; Richard W. Robison, Center District; Chester W. Stribling, Lee District. Members absent from the meeting were: None. Members voting in favor of the foregoing resolution were: Harry F. Atherton, Marshall District; Raymond E. Graham, Cedar Run District; William G. Downey, Scott District; Richard W. Robison, Center District; Chester W. Stribling, Lee District. Members voting against the foregoing resolution were: None. Members abstaining from voting on the foregoing resolution were: None.

WITNESS MY HAND and the seal of the Board of Supervisors of the County of Fauquier, Virginia, this 9th day of September, 2004.

EXHIBIT A

(FORM OF TEMPORARY BOND)

NO. TR-1 \$

UNITED STATES OF AMERICA COMMONWEALTH OF VIRGINIA

COUNTY	OF	

General Obligation School Bond

Series 2004 [**]

The COUNTY OF, VIRGINIA (the "County"), for value received, hereby
acknowledges itself indebted and promises to pay to the VIRGINIA PUBLIC SCHOOL
AUTHORITY the principal amount of DOLLARS (\$), in annual
installments in the amounts set forth on Schedule I attached hereto payable on July 15, 2005 and
annually on July 15 thereafter to and including July 15, [2024] (each a "Principal Payment
Date"), together with interest from the date of this Bond on the unpaid installments, payable
semi-annually on January 15 and July 15 of each year, commencing on July 15, 2005 (each an
"Interest Payment Date"; together with any Principal Payment Date, a "Payment Date"), at the
rates per annum set forth on Schedule I attached hereto, subject to prepayment or redemption as
hereinafter provided. Both principal of and interest on this Bond are payable in lawful money of
the United States of America.
For as long as the Virginia Public School Authority is the registered owner of this Bond,
, as bond registrar (the "Bond Registrar"), shall make all payments of principal,
premium, if any, and interest on this Bond, without the presentation or surrender hereof, to the
Virginia Public School Authority, in immediately available funds at or before 11:00 a.m. on the
applicable Payment Date or date fixed for prepayment or redemption. If a Payment Date or date
fixed for prepayment or redemption is not a business day for banks in the Commonwealth of

Letter designation, if any.

Virginia or for the Commonwealth of Virginia, then the payment of principal, premium, if any, or interest on this Bond shall be made in immediately available funds at or before 11:00 a.m. on the business day next preceding the scheduled Payment Date or date fixed for prepayment or redemption. Upon receipt by the registered owner of this Bond of said payments of principal, premium, if any, and interest, written acknowledgment of the receipt thereof shall be given promptly to the Bond Registrar, and the County shall be fully discharged of its obligation on this Bond to the extent of the payment so made. Upon final payment, this Bond shall be surrendered to the Bond Registrar for cancellation.

The full faith and credit of the County are irrevocably pledged for the payment of the principal of and the premium, if any, and interest on this Bond. The resolution adopted by the Board of Supervisors authorizing the issuance of the Bonds provides, and Section 15.2-2624, Code of Virginia 1950, as amended, requires, that there shall be levied and collected an annual tax upon all taxable property in the County subject to local taxation sufficient to provide for the payment of the principal, premium, if any, and interest on this Bond as the same shall become due which tax shall be without limitation as to rate or amount and shall be in addition to all other taxes authorized to be levied in the County to the extent other funds of the County are not lawfully available and appropriated for such purpose.

This Bond is duly authorized and issued in compliance with and pursuant to the Constitution and laws of the Commonwealth of Virginia, including the Public Finance Act of 1991, Chapter 26, Title 15.2, Code of Virginia 1950, as amended, and resolutions duly adopted by the Board of County Supervisors of the County and the School Board of the County to provide funds for capital projects for school purposes.

This Bond may be exchanged without cost, on twenty (20) days written notice from the Virginia Public School Authority, at the office of the Bond Registrar on one or more occasions for one or more temporary bonds or definitive bonds in marketable form and, in any case, in fully registered form, in denominations of \$5,000 and whole multiples thereof, and having an equal aggregate principal amount, having principal installments or maturities and bearing interest at rates corresponding to the maturities of and the interest rates on the installments of principal of this Bond then unpaid. This Bond is registered in the name of the Virginia Public School Authority on the books of the County kept by the Bond Registrar, and the transfer of this Bond may be effected by the registered owner of this Bond only upon due execution of an assignment by such registered owner. Upon receipt of such assignment and the surrender of this Bond, the Bond Registrar shall exchange this Bond for definitive Bonds as hereinabove provided, such definitive Bonds to be registered on such registration books in the name of the assignee or assignees named in such assignment.

The principal installments of this Bond coming due on or before July 15, 2014 and the definitive Bonds for which this Bond may be exchanged that mature on or before July 15, 2014, are not subject to prepayment or redemption prior to their stated maturities. The principal installments of this Bond coming due after July 15, 2014, and the definitive Bonds for which this Bond may be exchanged that mature after July 15, 2014, are subject to prepayment or redemption at the option of the County prior to their stated maturities in whole or in part, on any date on or after July 15, 2014, upon payment of the prepayment or redemption prices (expressed as percentages of principal installments to be prepaid or the principal amount of the Bonds to be redeemed) set forth below plus accrued interest to the date set for prepayment or redemption:

Dates Prices

July 15, 2014 through July 14, 2015	101%
July 15, 2015 through July 14, 2016	1001/2
July 15, 2016 and thereafter	100

<u>Provided, however</u>, that the Bonds shall not be subject to prepayment or redemption prior to their stated maturities as described above without the prior written consent of the registered owner of the Bonds. Notice of any such prepayment or redemption shall be given by the Bond Registrar to the registered owner by registered mail not more than ninety (90) and not less than sixty (60) days before the date fixed for prepayment or redemption.

All acts, conditions and things required by the Constitution and laws of the Commonwealth of Virginia to happen, exist or be performed precedent to and in the issuance of this Bond have happened, exist and have been performed in due time, form and manner as so required, and this Bond, together with all other indebtedness of the County, is within every debt and other limit prescribed by the Constitution and laws of the Commonwealth of Virginia.

IN WITNESS WHEREOF, the Board	of Supervisors of the County of has
caused this Bond to be issued in the name of	the County of, Virginia, to be signed
by its Chairman or Vice-Chairman, its seal to	be affixed hereto and attested by the signature of
its Clerk or any of its Deputy Clerks, and this	Bond to be dated, 2004.
C	COUNTY OF,
	VIRGINIA
(SEAL)	
ATTEST:	
Clerk, Board of Supervisors of the	Chairman, Board of Supervisors of the
County of, Virginia	County of, Virginia
, viigina	, viigina

ASSIGNMENT

FOR VALUE RECEIVED, the under	signed sells, assigns and transfers unto
(PLEASE PRINT OR TYPEWRITE NAMI ASSIGNEE)	E AND ADDRESS, INCLUDING ZIP CODE, OF
PLEASE INSERT SOCIAL SECURITY OR	OTHER
IDENTIFYING NUMBER OF ASSIGNEE: the within Bond and irrevocably constitutes a	and appoints
the within Bond and intevocably constitutes to	••
	attorney to exchange said Bond Bond is issued and to register the transfer of such tration thereof, with full power of substitution in the
Date: _	
Registered Owner	
Signature Guaranteed:	(NOTICE: The signature above must correspond with the name
	of the Registered Owner as it
(NOTICE: Signature(s) must be	appears on the front of this
guaranteed by an "eligible guarantor	Bond in every particular,
institution" meeting the requirements of the Bond Registrar which	without alteration or change.)
requirements will include Membership or	
participation in STAMP or such other "signa"	ture
guarantee program" as may be determined by	/
the Bond Registrar in addition to, or in substi	tution for,
STAMP, all in accordance with the Securities Act of 1934, as amended.	s Exchange
With no further business, the meeting	was adjourned at 7:30 p.m.
I hereby certify that this is a true of County Board of Supervisors on September 9	and exact record of actions taken by the Fauquie 9, 2004.
	G. Robert Lee
	Clerk to the Board of Supervisors